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5-2576

FEB 19 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Accountability for Agency Regulatory Issuances

1. Reference is made to your memorandum of 10 February 1954, subject as above, with which you forwarded a copy of a proposed system for the control of CIA regulatory issuances. You requested an appraisal of the need for such stringent control as contemplated in the proposed system.

2. It was at my request that the draft of the proposed regulation was written. I have been concerned for sometime with the absence of any control over the issuance, or accountability, of Agency manuals. Where the loss of a single regulation may not be too serious a matter, the loss of an accumulation of regulations such as is contained in Agency manuals could result in unwarranted disclosure of the entire organizational structure of the Agency and, to a certain extent, the operating procedures of the Agency. I feel, therefore, that we must devise some form of control over Agency manuals, however the proposed system does appear to be somewhat complex and too stringent.

3. From a security standpoint, I believe that our purpose would be served by a simple procedure of numbering each manual and requiring periodic inventories of such manuals without specific accountability for the individual regulations which the manual may contain. While it may be desirable to control all future regulatory issuances by copy number, the system required to accomplish this would become so involved that the time, cost and personnel necessary to administer the system would not be commensurate with the additional security provided.

4. In lieu of the proposed system, I recommend the following actions:

- a. Recall binders of existing Agency manuals
- b. Have binders stamped on outside front cover with a copy number and re-issue binders
- c. Regulations Control Staff to maintain record of manuals issued by copy number
- d. Inventory of manuals by copy number be taken once a year

/s/

Sheffield Edwards
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